



Nevada State Board of Pharmacy  
431 W. Plumb Lane Reno, Nevada 89521  
(775) 850-1440 (800)-364-2081 Fax (775) 850-1444

**To: Pharmacy Manager/Responsible Person**  
**From: Nevada State Board of Pharmacy Inspector**  
**Subject: Self-Assessment/Inspection Process**

***A revised pharmacy inspection and assessment process allows you to know the standards anticipated in a pharmacy inspection. The enclosed forms are for pharmacy compliance and workplace self-assessment.***

**To Make This Work:**

- 1. Print the Retail Pharmacy Inspection Form and the Work Place Assessment found online in the corresponding month listed on the Inspection Notice you received in the mail. Have them ready and available for the inspector in case of your absence. The forms are:
  - A. The Retail Pharmacy Inspection form***
  - B. The Work Place Assessment form******
- 2. I will review the forms with you and inspect your facility during the month listed on your Inspection Notice. Your inspection will occur during normal business hours, at no specific date or time. To minimize disruption of pharmacy operations please have the following materials available at the time of inspection:***
  - a. Completed 222 forms since last inspection***
  - b. Most recent bi-annual inventory***
  - c. In-service training records for all pharmacy technicians***
  - d. Inspection report from previous year***

***My observations along with your findings will assure understanding and compliance with Nevada law. Failure to fill out the inspection report and assessment suggests either you are not concerned with knowing the law or complying with it.***

**An explanation: Pharmacy industry and the board of pharmacy have devised this assessment process to identify and understand workplace conditions. All data is confidential for analysis purposes only. The second pages of the workplace assessment afford you and other pharmacist employees to submit suggestions for improved efficiency, safety and patient care. It can be a mechanism to discuss improvements with your management and serves the board to evaluate the pharmacy environment.**



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NRS=NEVADA REVISED STATUTE NAC=NEVADA ADMINISTRATIVE CODE ISMP=INSTITUTE FOR SAFE MEDICATION PRACTICES @ <http://www.ismp.org/communityRx/aroc/> Improving Medication safety in Community Pharmacy: Assessing Risk and Opportunities for Change

(the cover letter must be attached to this completed form. Circle yes for compliant and no for non compliant. You may make comments as needed)

### PHARMACY FACILITY

Is there adequate space for storage including shelves, refrigerators, narcotic cabinets/safes, and counter areas to avoid crowding? NAC 639.469 Yes No

2' x 3' clear work area for each pharmacist & technician on duty & minimum and 4' x 8' free floor space available behind prescription compounding area? NAC 639.525 Yes No

Does the pharmacy prepare sterile preparations? Yes No

**If sterile compounding (preparation) is done at your facility, print and complete the Sterile Compounding Addendum Form. The Addendum is the second part of the Institutional Pharmacy Inspection Form. On the Board website Select Forms.**

Is there a clean and sanitary sink with hot and cold running water available in the pharmacy for all personnel to use? NAC 639.469 Yes No

Is the pharmacy clean and arranged in an orderly manner? NAC 639.469 Yes No

**(The following are ISMP recommendations to improve practice safety)**

Arrange drug products that have similar or confusing manufacturer labeling, packaging, and/or drug names (that look or sound alike) to be clearly separated on shelves or have warnings. ISMP

Use a system to separate each patient order and keep multiple filled prescriptions in each order together. ISMP

Is the temperature in the pharmacy compatible with drug storage requirements? NRS 639.282 Yes No

Is the temperature in the refrigerator(s) appropriate for the medications stored? NAC 639.527 Yes No

How often is the temperature checked? \_\_\_\_\_

Is the temperature in the freezer(s) appropriate for the medications stored? NAC 639.527 Yes No

How often is the temperature checked? \_\_\_\_\_



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Have there been any issues with the refrigerator(s) or freezer(s) being out of temperature range?

<circle>

Yes

No

If Yes, have available for review the documentation of the results of the audit by the pharmacist of the safety or disposition of the medications in the refrigerator(s), freezer(s).

Are the facilities sufficient to allow for patient confidentiality to be maintained during counseling?

NAC 639.708

Yes

No

Do all employees of the pharmacy wear an identification badge that clearly the person by their name and job position?

NAC 639.542

Yes

No

Are current licenses and registrations displayed?

NRS 639.150

Yes

No

Comments:

### EQUIPMENT

Are fax and computer printed copies clear and legible?

NAC 639.525

Yes

No

Does each computer terminal require the staff member to login with a password, biometric or other electronic means of identification?

NAC 639.751

Yes

No

Does the computer capture the identification of the staff member performing each separate task in filling a prescription?

NAC 639.751

Yes

No

Does the computer require the entry of a password, biometric or other electronic means of identification each time there is new data entry or a change made to data?

NAC 639.751

Yes

No

How often are the passwords changed?

NAC 639.751

Does the terminal automatically log out a staff member or does the staff member have to manually log out?

NAC 639.751

<circle>

Manual

Automatic

Is a poison control center telephone number posted in the pharmacy?

NRS 454.130

Yes

No

Current references available <circle> (electronic) (printed)

NAC 639.503

Yes

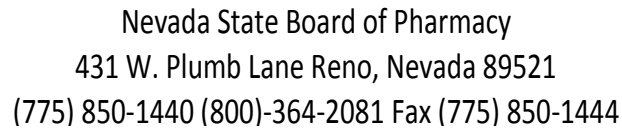
No

Current Nevada Pharmacy Law Book (printed)

NAC 639.503

Yes

No



NAC 639.469	Yes	No
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NAC 639.525	Yes	No
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**If non-sterile compounding (preparation) is done at your facility, print and complete the Non-Sterile Compounding Addendum Form found on the Board website. Select Forms. If the pharmacy is not required to complete the form, your pharmacy still must comply with all Nevada Statutes and Administrative code when compounding non-sterile products.**

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NAC 639.510	Yes	No
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[illegible]

Yes      No

Yes      No

Yes      No

Yes      No

Yes      No

NAC 639.510                      Yes                      No

\_\_\_\_\_

NRS 639.282	Yes	No
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### **PRESCRIPTION LABELING**

Do labels bear all information required? NRS 639.2801 Yes No

Does the computer only issue labels with a date that is the most recent date on which the prescription was filled? NAC 639.030 Yes No

Expiration/discard date on the label appears as: <circle>

(default)

(order entry)

(handwritten)

Comments:

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### **RECORDS**

Are all records of pharmacy personnel (RPh & Tech & Tech in Training) on duty each day maintained in a written record & available for prior 2 years? NAC 639.245 Yes No

Do you keep a manual or electronic daily work log for technicians?  
(circle) (electronic) (handwritten)

Do you keep a manual or electronic daily work log for pharmacists and pharmacy management? (circle) (electronic) (handwritten)

If electronic, the record must be able to be printed for the last 2 years. If electronic, the record must clearly identify the job description performed that day for each staff member. If electronic, be prepared to print 1 or more daily records immediately on request.

Are all records of the acquisition, storage and disposition of drugs accurate and complete? NAC 639.510 Yes No

Do all patient records include the telephone number of the patient, history of the patient, allergies, birth date and age if child, gender and relevant comments in the patient's profile in the computer or on paper? Inspector may review a random sample. NAC 639.708 Yes No

Does the pharmacy maintain invoices, records of returns, work schedules, refill logs, counseling logs, inventories, & other required records for 2 years? NRS 454.286 Yes No

Are scheduled II controlled substances prescriptions filed separately from all other prescriptions? NRS 639.236 Yes No



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The inspector may review a random sample of scheduled II controlled substances prescriptions and verify that they are tendered within 14 days from the date of issue.

NRS 453.431

Are all telephoned prescriptions dated and initialed and documented with the name of the person who called in the prescription when transcribed to paper?

NAC 639.712 Yes No

**(The following are ISMP recommendations to improve practice safety)**

Write out all prescription information avoiding the use of error-prone abbreviations and dose designations on all phoned in scripts and notations in the computer.

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Repeat back “echo” information to the practitioner or practitioner’s agent.

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Say and repeat back numbers as digits “five zero milligrams rather than 50 milligrams”.

ISMP

Does the facility participate in the Controlled Substance Ordering System (CSOS – [electronic] E222 order form)?

NRS 453.251 Yes No

Are schedule 2 order forms (222 or E222) properly completed?

21CFR1305.06 Yes No

Are schedule 2 order forms (222 or E222) and invoices maintained separately from other records?

NRS 453.246 Yes No

Are schedule 3 through 5 invoices maintained separately from other records?

NRS 453.246  
21CFR 1304.04h Yes No

Enter the date of the last biennial inventory? \_\_\_\_\_

NRS 453.246

Is the documentation of the biennial inventory complete?

21CFR 1304.11 Yes No

Are you complying with the current reporting requirements of the Controlled Substance Task Force?

NAC 639.926 Yes No

Prescription Controlled Substance Abuse Prevention Taskforce  
431 W. Plumb, Reno NV 89509 Phone: 775-687-5694 Email: ladams@pharmacy.nv.gov

Pharmacy manager start date: \_\_\_\_\_  
**(if changed since last inspection)**



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Controlled substance inventory for change of manager completed?  
(if changed since last inspection)

NAC 453.475.1 Yes No

Date inventory was taken: \_\_\_\_\_

How are non-child resistant cap requests documented and maintained?  
(circle) (electronic) (handwritten)

NAC 639.740

Comments: \_\_\_\_\_

## SECURITY

Does any person other than authorized pharmacy staff have access to the pharmacy computer system? **If yes, explain why in notes section.**

HIPPA Yes No

Does any person other than authorized pharmacy staff have access to any protected patient information? **If yes, explain why in notes section.**

HIPAA Yes No

Is the pharmacy secured to prevent unauthorized access?

NAC 639.520 Yes No

Is the door secured by a deadbolt or electronic lock?

NAC 639.520 Yes No

Can the pharmacy area be closed from the remainder of the store to allow for different hours of operation?

NAC 639.545 Yes No

Pharmacy alarm system provided by: \_\_\_\_\_

NAC 639.520

## STORE HOURS

Monday thru Friday \_\_\_\_\_  
Saturday \_\_\_\_\_  
Sunday \_\_\_\_\_  
Holidays \_\_\_\_\_

## PHARMACY HOURS

Monday thru Friday \_\_\_\_\_  
Saturday \_\_\_\_\_  
Sunday \_\_\_\_\_  
Holidays \_\_\_\_\_

## IF DIFFERENT FROM STORE HOURS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the pharmacy sell OTC schedule 5 control drugs? (exempt narcotics)

NAC 453.490 Yes No

(If yes- have signature logs available for inspection)



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Does the pharmacy deliver prescriptions outside the local area on a regular basis? NAC 639.708.3 Yes No

**(If YES- list the toll free number provided for patients to call the pharmacy for questions/counseling.)**

Does the pharmacy have an internet website? Yes No

If yes, What is the web address?

Does the pharmacy dispense prescription medications via the website/internet? NRS 639.0085 Yes No

If yes, is the pharmacy VIPPS (Verified Internet Pharmacy Practice Site) certified or received certification from the Nevada Board of Pharmacy?

NAC 639.426 Yes No

Comments:

## PHARMACEUTICAL TECHNICIANS AND TECHNICIANS IN TRAINING

Does the pharmacy manager maintain documentation on site of at least 12 hours of in-service training that is required of each technician for registration renewal? NAC 639.254.2 Yes No

Note: Technician CE is audited every other year in the year following renewal of technician registrations (technicians must renew by November 1st of even years). Make sure technician CE is current, organized and available for review. File old CE and law credits and only have the most current records available for review. Current PTCB or Institute for Certification of Pharmacy Technicians certification is accepted for the 11 hours of required general CE. (Certification does not apply towards the 1 hour Nevada pharmacy law that is required on renewal).

Does the pharmacy manager maintain for each technician in training a daily training record? NAC 639.240 Yes No

Note: Technician in Training daily activities logs are reviewed yearly.

Does the pharmacy use a maximum of 3:1 technicians and technicians in training (in any combination) per each pharmacist working? NAC 639.250 Yes No





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**(CE & In service training records must be available on site for review by the inspector. Technicians and Technicians in Training are required to complete 1 hour of Nevada law CE for renewal.)**

Comments: \_\_\_\_\_

## IMMUNIZATION

NRS 639.065 Annual report concerning immunizations administered by pharmacists. The Board shall prepare an annual report concerning immunizations administered by pharmacists

Do your pharmacists administer immunizations?

Yes No

Will the data be reported by individual store or centrally? (circle)

Individually

Central

If by individual store, please enter the email and contact information of the person who will be provide data on immunizations to the Board. .... Enter Email address below:

## PATIENT COUNSELING

Does the pharmacy maintain documentation of acceptance or refusal of counseling on all new prescriptions?

NAC 639.707

Yes No

Counseling is documented by: <circle>

(electronic log)

(handwritten log)

Does the pharmacist document counseling immediately on completion of counseling?

NAC 639.707

Yes No

**(The following are ISMP recommendations to improve practice safety)**

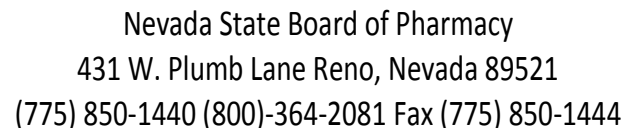
Use more than one patient identifier when medications are picked up.  
(i.e. Name, Address, Phone Number, Date of Birth, Other)

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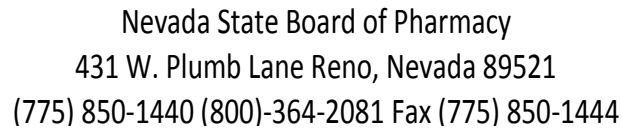
Open the medication bottle and show the medication to the patient on all refill or new prescriptions that the pharmacist counsels on.

ISMP

REMARKS/SUGGESTIONS/TO DO'S/CITATIONS:



Nevada State Board of Pharmacy Self Assessment Form  
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I verify that by signing this document all personnel in the pharmacy have all current licensing, educational requirements met and that this pharmacy meets all state and federal laws.

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Date \_\_\_\_\_

Pharmacist on duty (print)

Your pharmacy has been inspected by an agent of the Nevada State Board of Pharmacy. Conditions that require remedial action are listed in the remarks section above and they must be corrected within the time frame(s) stated to ensure compliance with laws and regulations governing the practice of pharmacy. I acknowledge that the noted unsatisfactory conditions have been explained to me and that I have received a copy of this Inspection report.